
Request Mast Scope

1. Any individual, including the Marine requesting mast, who impedes adherence to these procedures, may be subject to disciplinary action.
2. Request Mast is the principal means for a Marine to formally seek assistance from, or communicate a grievance to his or her commander. Although a Marine's Request Mast issue may not be resolved to his or her satisfaction, the Marine will be afforded the opportunity to address the issue with the commanding officer.
3. The Request Mast process does not include those outside the official military chain of command, such as subordinate officers, civilians or Staff Non-Commissioned Officers/Non-Commissioned Officers (SNCO/NCO).
4. Once a Marine expresses a desire to request mast, all efforts thereafter should be directed toward getting the Marine before the commanding officer to whom the petition is addressed. NCO's, SNCO's and Officers subordinate to the Commanding Officer shall not delay the Request Mast process in order to solve the problem themselves, but rather will focus their effort on making the Marine available to the commander.



QUICK REFERENCE GUIDE FOR UNDERSTANDING REQUEST MAST



2d MLG Equal Opportunity Advisor
Phone: 910-451-6194

Request Mast Scope Cont...

5. A commander may deny a Request Mast application if there is another specific avenue of redress available to the Marine.
6. Request Mast is not to be used as a means of collateral attack against the proceedings, punishment, or findings and sentence resulting from disciplinary action brought under the UCMJ.
7. Request Mast is the preferred method for submitting formal Equal Opportunity complaints of discrimination, to include sexual harassment.
8. A Marine does not have to disclose the subject of the Request Mast to anyone in the chain of command except to the commander with whom the Marine is requesting mast.
9. Although a Marine may be granted the privilege of forwarding an application for Request Mast to higher commanders, such as the Commandant of the Marine Corps or the Secretary of the Navy, there is no vested right to Request Mast with such higher commander.
 - a. Any commanding general in the chain of command between the Marine's immediate commanding general and the Commandant of the Marine Corps may establish such policies and procedures as they desire for processing Requests Mast addressed to them, including that such requests may be returned without action.

Procedural Issues

1. Any interference with a Marine's right to Request Mast or any attempt of reprisal against a Marine who has requested mast is prohibited. No Marine may suppress, or attempt to suppress another Marine's ability to conduct Request Mast. Any attempted violation, or solicitation of another to violate this Directive by interfering with a Marine's right to Request Mast, subjects involved members to disciplinary action under Article 92 of the UCMJ.
2. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 (Rev) via the chain of command to the commander with whom the Request Mast is desired.
3. When considering a considering Request Mast, commanders should focus their attention on the subject of the Request Mast and not necessarily on the requested remedy/outcome, as is too often the case.
4. Request Mast will be conducted at the earliest reasonable time (in general, no more than one working day delay at any level of command)
5. Commanders shall make every effort to provide Marines an opportunity to Request Mast in person. If a personal appearance, to include telephonic, is not practical, the commander shall respond in writing to the Request Mast.

Pertinent References for Grievance Procedures

1. DON Toll free Sexual Harassment Advice and Counseling Hot line: (800)253-0931 within CONUS; (703)614-2735, overseas call collect.
2. SECNAVINST 5300.26D DON policy on Sexual Harassment
3. MCO 1000.9A Sexual Harassment
4. MCO P5354.1D w/ch1 Marine Corps Equal Opportunity Manual
5. MCO 1700.23F, NAVMC 1700.23F Request Mast Procedures
6. NAVMC 11290 Request Mast form
7. NAVMC 2921